

Rocky Basin Incident Business Committee
Position Performance Guide for the Position of:
BUYING TEAM LEADER
(BUYL)

DECEMBER 2008

Position Performance Guide Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Position Performance Guide Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this guide accurately defines the performance expected of the position for which it was developed. This position performance guide is approved for use as a position qualification document in accordance with the instructions contained herein.

**Verification/Certification of Completed Position Performance Guide for the
Position of:**

BUYING TEAM LEADER

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

POSITION PERFORMANCE GUIDE

This Position Performance Guide (PPG) has been developed by the Rocky Basin Incident Business Committee for the position of Buying Team Leader. This PPG lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PPG.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PPG for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, WF = wildland fire, W = wildfire, RX = prescribed fire, WFU = wildland fire use, and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W, prescribed fire/RX, or wildland fire use/WFU).
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- WFU = Task must be performed on a wildland fire use incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded WFU must be evaluated on wildland fire use, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PPG are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION PERFORMANCE GUIDE EVALUATION RECORD

Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled “Evaluation Record #” for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (wildfire, prescribed fire, wildland fire use, search and rescue, flood, hurricane, etc.).

Location: Enter the geographic area, agency, and state.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record. Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency certification)

List your qualification or certification relevant to the trainee position you supervised. **Note:** Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Buying Team Leader (BUYL)

Competency: Assume position responsibilities.

Description: Successfully assume role of Buying Team Leader and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

1. Evaluate and order facilities, supplies, and support personnel required to meet present and future needs of the Buying Team. <ul style="list-style-type: none">• <i>Work space for personnel, supplies, and files</i>• <i>Telephones, computers, printer, fax, copier</i>• <i>Transportation</i>	I		
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Behavior: Gather, update, and apply situational information relevant to the assignment.

2. Obtain initial briefing from agency representative or Incident Business Advisor.	I		
3. Gather information necessary to assess situation, determine priorities, and take action as appropriate. <ul style="list-style-type: none">• <i>Current situation</i>• <i>Expected duration</i>• <i>Ordering process</i>• <i>Status of orders</i>• <i>Priorities</i>• <i>Operational period schedules</i>• <i>ICP and Expanded Dispatch locations</i>• <i>Lodging and transportation availability</i>• <i>Daily briefings, conference calls</i>• <i>Political, social, and economic concerns which may affect operations</i>• <i>Final package requirements</i>	O		
4. Coordinate the role of the Buying Team within incident management operations	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Buying Team Leader (BUYL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Establish effective relationships with relevant personnel.

5. Establish and maintain positive interpersonal and interagency working relationships.	I		
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Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.

6. Plan and activate section. <ul style="list-style-type: none"> Identify work space requirement and determine location Provide initial operating instructions to Buying Team personnel 	I		
7. Develop an effective Buying Team organization to meet present and future needs. <ul style="list-style-type: none"> Evaluate existing organization and consider potential workload Manage operational period lengths and schedules Monitor team performance and distribute workload accordingly Troubleshoot and resolve problems in the Buying Team processes Order or release personnel in a timely manner to maintain a cost-effective organization 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Buying Team Leader (BUYL)

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
8. Exhibit principles of duty. <ul style="list-style-type: none">• <i>Be proficient in your job, both technically, and as a leader</i>• <i>Make sound and timely decisions</i>• <i>Ensure tasks are understood, supervised, and accomplished</i>• <i>Develop your subordinates for the future</i>	I		
9. Exhibit principles of respect. <ul style="list-style-type: none">• <i>Know your subordinates and look out for their well-being</i>• <i>Keep your subordinates informed</i>• <i>Build the team</i>• <i>Employ your subordinates in accordance with their capabilities</i>	I		
10. Exhibit principles of integrity. <ul style="list-style-type: none">• <i>Know yourself and seek improvement</i>• <i>Seek responsibility and accept responsibility for your actions</i>• <i>Set the example</i>	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
11. Manage operational periods to achieve objectives. <ul style="list-style-type: none"> <i>Evaluate needs for extended operational periods</i> <i>Ensure adequate work/rest ratio</i> 	I		
12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <i>Recognize, mitigate and communicate potentially hazardous situations</i> <i>Monitor condition of assigned resources</i> <i>Account for assigned resources</i> 	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
13. Ensure subordinates understand assignment for operational period. <ul style="list-style-type: none"> <i>Provide clear, concise instructions and allow for feedback</i> <i>Communicate performance expectations to Buying Team personnel</i> 	I		
14. Continually evaluate performance. <ul style="list-style-type: none"> <i>Communicate deficiencies immediately and take corrective action</i> <i>Provide training opportunities where available</i> <i>Complete personnel performance evaluations according to agency guidelines</i> 	I		
Behavior: Emphasize teamwork.			
15. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <i>Provide for open communication</i> <i>Seek commitment</i> <i>Set expectations for accountability</i> <i>Focus on the team result</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
16. Ensure effective exchange of information between Buying Team and other entities (e.g., Incident Management Team (IMT), Expanded Dispatch, host unit). <ul style="list-style-type: none"> • <i>Problem resolution</i> • <i>Other significant actions occurring nationally or within area</i> • <i>Critical resources</i> • <i>Significant change in strategy that impacts Buying Team operations</i> • <i>Critical weather events</i> 	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
17. Share pertinent Buying Team information that may affect the management of the incident. <ul style="list-style-type: none">• <i>Resource availability</i>• <i>Land use agreements</i>	I		
18. Participate in briefings with incident support organization to ensure complete information exchange.	I		
19. Provide daily briefings to Buying Team personnel.	I		
20. Participate in close-out with agency administrative representative.	I		
21. Participate in agency administrator closeout/after action review (AAR).	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

22. Ensure effective exchange of information between Buying Team and other incident support organizations. <ul style="list-style-type: none">• <i>Expanded dispatch</i>• <i>Initial attack dispatch</i>• <i>Transportation</i>• <i>Cache</i>• <i>Area Command</i>	I		
23. Ensure effective interface of information between agency management and Buying Team. <ul style="list-style-type: none">• <i>Expectations of management</i>• <i>Delegated authorities</i>• <i>Advise management, identify alternatives, and make recommendations</i>• <i>Implement management direction</i>	I		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

24. Provide cost information on current incident operations to Finance Section representative.	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

25. Recognize priorities and direct the processing of resource orders.	I		
26. Identify and evaluate stressful situations or problem areas and make adjustments to correct the situation.	I		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

27. Ensure compliance with established Buying Team protocols.	I		
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Behavior: Ensure operations consider socio-economic, political and cultural aspects.

28. Conduct operations with consideration for external political, social, economic, and cultural concerns.	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification

Buying Team Leader (BUYL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Ensure documentation is complete and disposition is appropriate.

29. Provide for the disposition of records and files associated with Buying Team.	I		
30. Review and sign timekeeping documents.	O		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

31. Complete closeout of orders. <ul style="list-style-type: none"> • <i>Check pending resource orders and cancel outstanding requests as needed</i> • <i>For standing orders, coordinate closeout with ICP and vendor</i> 	I		
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Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

32. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. <ul style="list-style-type: none"> • <i>Consider transition early in the incident</i> • <i>Inform subordinate staff and host agency</i> • <i>Develop log of standing orders still in place</i> • <i>Document status of uncompleted orders as well as those with problems</i> • <i>Document follow-up action needed and submit to supervisor</i> 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation

(Initial only one line as appropriate)

- _____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PPG for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ **3)** The trainee did not complete certain tasks in the PPG in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ **4)** The individual is severely deficient in the performance of tasks in the PPG for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify):

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Evaluator's Signature: _____

Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

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- _____ **3)** The trainee did not complete certain tasks in the PPG in a satisfactory manner and additional training, guidance, or experience is recommended.
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Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____